CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PK129			
Classification Specification: ADMINISTRATIVE ASSISTANT I			
Salary Range: AF23			
Position Description (Working Title): <u>Administrative Assistant I</u>			
Incumbent:			
Location: Parks, Recreation, and Community Services – Human Services			

GENERAL PURPOSE:

Under the direction of the Human Services Manager, organize office activities, coordinate communication with other departments, outside agencies and the public.

Work is characterized by administrative and technical support of an entire division. Duties and responsibilities generally include, but are not limited to, processing and maintaining payroll records, processing purchase orders, and division financial records; preparing and distributing meeting notices, agendas and minutes; enrolling clients into the Home Repair program; maintaining files on the Home Repair program; providing information and referral assistance to the public, maintain general fund contract files and financial records.

Work is performed under limited supervision. Supervisor sets the overall objectives and resources available. Incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and explains policies and procedures based on established objectives. Incumbent keeps supervisor informed of progress and potentially controversial matters. Incumbents assigned to this classification are required to exercise tact, independence, judgement and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides administrative staff support to the Human Services Manager; maintaining files, preparing correspondence, copying materials, setting up for meetings, answering phones, processing mail, running financial reports, scheduling committee meetings, and ordering office supplies.

Enroll Home Repair clients, entering all required data into an Access database, which requires interviewing the prospective clients, researching and verifying personal, confidential information and preparing a proposal for the manager's approval.

Prepare all Home Repair purchase orders and track monthly expenses related to the home repair grant. Voucher King County for reimbursement for the Home Repair program.

Provide information and referrals to citizens requesting health and human service assistance including referrals to: the food bank, emergency shelters, transitional housing, medical and dental assistance, domestic violence, etc. Determines which program is appropriate for the citizen and make referral to the agency. Screen complex calls, which may be referred to a Planner.

Serve as timekeeper for entire division, must track hours worked on specific projects for home repair employees. Also serves as timekeeper for the City of Auburn project.

Process and maintain payroll and personnel records for the division.

Audit Human Service funds, tracking information on 30+ projects regarding requests for money, calculating what is left to spend on each project. If amounts do not reconcile, must research and follow up to correct errors. Process purchase orders for manager's signature, forwarding to finance for payment. Run monthly finance reports to reconcile accounts, using journal entries to correct discrepancies.

Provide training and assistance to the planners and other staff members of the division regarding orientation, payroll, and labor distribution. Liaison with Information Technology, "One World Rocks," as the trainer for the Human Services Division.

Provide support to the Human Services Commission by drafting agenda, preparing meeting room, set up recording device, prepare refreshments, provide extra copies of necessary materials, send out information packets to Commissioners prior to meeting, take meeting minutes, research topics for the Commissioners, assist Human Services Manager with assignments from the Commissioners, prepare and publish public notices, as required.

Process purchase orders and voucher reimbursements for the Community Block Grant program. Maintain contract files for all funded programs; provide support to the Community Block Grant planner which includes typing, filing, copying, and mailings. Publish federally required public notices for hearings on the use of funds. Work closely with Finance to ensure that funds are being spent per requirements of this grant and assist with closing out the books at year-end.

Attend meetings, seminars, conferences and training as appropriate; maintain a current understanding of division functions and programs; represent division as required.

Establish and maintain complex, inter-related filing system; which could be audited by federal and state requirements as a result of the grant programs administered.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal organization, operations, policies and objectives
- Modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Basic bookkeeping and accounting principles, practices and procedures
- Technical aspects of field of specialty
- Record-keeping techniques
- Basic administrative research methods and practices
- Telephone techniques and etiquette
- Basic budgeting procedures including preparation, monitoring, transfers and reporting

SKILLED IN:

- Demonstrating effective interpersonal skills using tact, patience and courtesy
- Using proper telephone techniques and etiquette to properly assist a diverse assortment of inquiries and persons
- Composing and editing correspondence and reports
- Assembling diverse data and preparing reports
- Applying the modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs to assigned tasks
- Maintaining inter-related files and records

- Understanding and following oral and written directions
- Establishing and maintaining effective and cooperative working relationships with others

ABILITY TO:

- Perform clerical and administrative duties and relieve the supervisor of administrative details
- Compose, proofread and edit general and special correspondence and reports including letters, memoranda, management reports, etc.
- · Assist in the preparation and monitoring of the division budgeting
- Plan and organize work to meet schedules and timelines
- Work confidentially with discretion; maintain records and files
- Analyze situations accurately and adopt an effective course of action
- Work independently with minimum direction
- Read and comprehend business correspondence, policies and procedures
- Add, subtract, multiply, and divide quickly and accurately
- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form (duplicate w/skill?)

EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, or equivalent, supplemented by some college level

course work or training in public or business administration or a related

field; and

Experience: Two (2) years of increasingly responsible administrative support

experience including at least one (1) year of secretarial support to a

division director/manager.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would

demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Washington State Driver's License

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computers including spreadsheet and word processing software, printer, telephone, fax machine, copy machine, calculator, projector and typewriter.

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PHYSICAL DEMANDS:				
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; talk; and hear. Frequently is required to reach with hands and arms. Occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.				
WORKING CONDITIONS:				
Work is performed in an indoor environment subjected to multiple interruptions by walk-in citizens, employees, telephone calls and interoffice activities. While performing the duties of this job, the employee may be exposed to individuals who are irate or hostile requiring conflict management skills.				
SIGNATURES:				
Incumbent's Signature	Date	Supervisor's Signature	Date	
Approval:				

**Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Date

Employee Services Director/Designee

Revised 3/26/03

Department Director/Designee